

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, O/TR

DATE: 4 April 1952

FROM : Chief, Language Services Division

SUBJECT: Report of Progress for Week of 31 March through 4 April

1. Several interviews have been conducted with language training applicants, and a number of requests for language training outside the Agency have been approved.

2. Several new students have been enrolled for instruction at the Language Training Center, and there have been three withdrawals from courses at the Language Training Center.

3. Total use of the language laboratory has been between [] student-hours.

4. The sixteenth [] group, consisting of seven students, started their training at [] on 31 March.

5. Arrangements have been completed to initiate a course in Elementary [] at the [] for a group of about ten students.

6. An achievement report on the progress at midterm of the third group of Professional Trainees is being prepared. (One member of this group, due to obviously poor language aptitude, has withdrawn from the group.)

7. The preparation of student achievement ratings has been transferred from the Registrar of the Office of Training to the Language Services Division, working in conjunction with the Testing and Evaluation Division, O/TR.

8. An experimental tape has been made [] to develop new techniques for reading instruction, employing newspaper material.

9. The Language Services Division has acquired permanent custody of two foreign language films []. These are being reviewed by the staff with the object of using them for language training purposes.

10. A proficiency test for [] has been completed and will shortly be tried out on advanced [] students.

11. The Language Services Division has acquired possession of most of the language training records previously in the custody of OCD. The remainder will be acquired by the LSD as they are returned to OCD by students. No progress can be reported in obtaining language training records from the TRS library.

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12. A sizable quantity of teaching materials in [] has been stenciled and reproduced on the premises of the Language Services Division.

13. Instructional materials for the [] Course [] have been reproduced by the staff of [] and are available to the Language Services Division, if needed.

14. A letter has been sent to [] (prospective candidate for the position of instructor of [] languages) by the Director of Training, offering him a position as a Grade 9 with the Language Services Division.

for []
Chief, Language Services Division
O/TR

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